

RD AN No. 4004 (1901-E)
September 1, 2004

SUBJECT: Equal Opportunity Public Notification Policy of Departmental Regulation
4300-3

TO: Rural Development State Directors

ATTN: Rural Housing Service Multi-Family Housing Program Directors, State
Civil Rights Managers and Coordinators and Administrative Program
Directors

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to provide guidance to Housing Preservation Grant (HPG) recipients of their responsibility to provide positive and continuing notification of U.S. Department of Agriculture's equal opportunity policy to the public.

COMPARISON WITH PREVIOUS AN:

There have been no other ANs issued regarding this subject.

IMPLEMENTATION RESPONSIBILITIES:

On November 16, 1999, USDA issued the subject Departmental Regulation establishing a policy to ensure positive and continuing notification of USDA's equal opportunity to the public. On March 8, 2000, further clarification of this policy was issued.

It is the policy of USDA not to discriminate against any person. This policy is communicated to the public through all of USDA's public information channels; and, by using public contacts to reach out in proactive ways to persons who have not participated in our programs or activities.

EXPIRATION DATE:
September 30, 2005

FILING INSTRUCTIONS:
Preceding RD Instruction 1901-E

Recipients of USDA's assistance are also required to provide notice to their beneficiaries. The nondiscrimination statement shown below must be posted in all recipient offices and included, in full, on all materials regarding such recipients' programs that are produced, by the recipients, for public information, education, or distribution.

In accordance with Federal law and the U.S. Department of Agriculture's policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW., Washington, DC 20250-9410 or call 202-720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

If the recipient's material is too small to permit the full nondiscrimination statement to be included, the material will, at a minimum, include this shortened statement (in print size no smaller than the text): *"This institution is an equal opportunity provider."*

Each State Director must notify recipients of the above requirements. This can be accomplished by issuing a letter notifying recipients of the above, and reminding recipients of their responsibilities under Title VI of the Civil Rights Act of 1964.

To comply with the Departmental Regulation, the recipient must place the nondiscrimination statement on all printed material. Statements on existing printed material must be replaced with the new nondiscrimination statement. Letterhead, newspaper advertisements, news releases, and new printed material must contain the new nondiscrimination statement.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management